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GENERAL PROCEDURAL POLICIES

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CVM MANUAL UTILIZATION AND MAINTENANCE PROGRAM

The degree of use a manual receives is directly proportional to the amount of confidence the user has in the accuracy of the material being utilized. Since the Center's programs and policies are dynamic entities which must change to keep in step with current scientific and regulatory thinking, so too must the manual guides be changed. Too often, however, these changes in policy/procedures are minor and do not justify reprinting. As the manual user begins to realize that the manual is not accurate in the area with which he/she is familiar, then doubts begin to arise about the accuracy of material in other areas. The user's confidence in the manual gradually wanes until the manual is no longer used.

This program was developed to avoid situations such as described above. It is designed to maintain user confidence in the accuracy of the material contained within the manuals. This will be accomplished through a two-pronged approach. One will be a concerted effort to encourage manual use by increasing employee confidence in the accuracy of current manual guides. The second will be to review and update all manual guides on a regular schedule.

1. Purpose:

    This guide describes procedures for maintaining user confidence in the CVM Program Policy and Procedures Manual, and the CVM Guide to Administrative Excellence.

2. Responsibility:

    The overall responsibility for the Center's manual rests with the Director, Office of Management and Communications, HFV-10. The responsibility for the day-to-day implementation of this program lies with the Policy and Procedures Manager, HFV-12.

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3.   Encouraging Manual Use:

This portion of the program is directed towards increasing employee awareness of the existence of the various manuals and confidence in the accuracy of material they contain. The mechanisms to accomplish this goal are described below. In some cases, they correspond with or complement portions of the manual update functions.

The Policy and Procedures Manager will:

a.   Respond to all requests from employees for verification so that any employee having questions may quickly determine the status of a given policy or procedures. Employees may contact the Policy and Procedures Manager who will then, if needed, contact a key office previously designated for having authority for overseeing that guide (See Attachment A).

b.   Maintain a feedback mechanism so that the Policy and Procedures Manager can become aware of problems with any of the manuals as soon as possible. This mechanism will consist of: A memorandum addressed to the Policy and Procedures Manager, HFV-12 to be placed in each of the manuals for reporting errors, additions, deletions, suggestions, etc. (See Attachment B).

4.   Updating Manuals:

The update program is designed to provide for a cyclic review of all manual issuances. This is to insure that written Center policies coincide with those policies used during the actual day-to-day operations of the Center. The elements of this program are described below.

a.   All manual guides will be reviewed and updated as needed but at least once every three years. All guides within a major subject area will be circulated for review at the same time. The schedule for review of the guides is shown in Attachment A.

b.   Individual manual guides may be updated whenever the need arises.

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c.   The Policy and Procedures Manager will continue to monitor publications and Center issuances for changes in Center policy and/or procedures.

d.   The same memorandum as mentioned earlier (Attachment B) addressed to the Policy and Procedures Manager, HFV-12, will also be used to identify areas requiring updating.

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ATTACHMENT A

CVM PROGRAM POLICY AND PROCEDURES MANUAL
UPDATE SCHEDULE

The <u>CVM Program Policy and Procedures Manual</u> will be updated on a three-year schedule. (Each guide will be reviewed and updated, as needed, at least once every three years.) The respective guides will be distributed for review according to the following schedule.

<u>ODD YEAR</u>

January	1240.2100	Administration	HFV-2 or HFV-10
February	1240.2300	Communication	HFV-12
March	1240.2500	Freedom of Information	HFV-12
April	1240.3100	NADA	HFV-100
May	1240.3300	Food Additive Petition	HFV-100
June	1240.3500	Surveillance	HFV-210
July	1240.3700	Research	HFV-500
September	1240.4100	Drugs	HFV-100

<u>EVEN YEARS</u>

January	1240.2000	Policy Formation	HFV-2
February	1240.2200	General Regulatory	HFV-230
March	1240.2400	Environmental Impact	
April	1240.2600	Special Interests	HFV-2
May	1240.3000	INAD	HFV-100
June	1240.3200	Supplemental NADA	HFV-100
July	1240.3400	Animal Feeds	HFV-220
September	1240.3600	Compliance	HFV-230
October	1240.4000	Labeling	HFV-210
November	1240.4200	Aquaculture	HFV-200

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Responsible Office: Communications Staff - HFV-12
Date: 11/15/85, Minor changes 9/3/97

Milestones and Time Required:

Draft Regulation - 1 month (11/20/87).
Circulate in CVM and OCC - 3 months (1/20/88).
Publication of Notice For Comment - 8 months (6/20/88).
Period for Comment (60 days) - 10 months (8/20/88).
Possible Extension for Comment (60 days) - 12 months (10/20/88).
Response to Comments, Preparation and Circulation of Final
Regulation - 6 months (4/20/89).
Publication of Final Regulation - 2 months (6/20/89)
Total Time Required - 20 months to June 20, 1989.